



## Special Event Application

**APPLICATION MUST INCLUDE COMPLETED PAPERWORK, SITE MAP, AND NON-REFUNDABLE APPLICATION FEE (\$150) PAYABLE TO THE CITY OF DELRAY BEACH**

**APPLICATION MUST BE RECEIVED A MINIMUM OF 90 DAYS IN ADVANCE OF EVENT OR A MINIMUM OF 180 DAYS FOR IMPACT EVENT**

**A. General Information**

<b>1. Day &amp; Date of Event:</b>	02/25/26; 05/27/26; 07/22/26
<b>2. Name of Event:</b>	Art & Jazz on The Ave
<b>3. Setup Start Time:</b>	2:00 PM
<b>4. Gates Open Time:</b>	5:30 PM
<b>5. Event Start Time:</b>	6:00 PM
<b>6. Event End Time:</b>	9:30 PM
<b>7. Breakdown End Time:</b>	11:30 PM
<b>8. Location of Event:</b>	Pineapple Grove, W. Atlantic, & Beachside
<b>9. Event Description:</b>	Art & Jazz embodies the energy and vibe of our Village by the Sea  The DDA created Art & Jazz on the Avenue in the 1990's to bring people to Downtown Delray.  Showcase our unique, local businesses and highlight different neighborhoods.
<b>10. Event Purpose and Community Benefits:</b>	In support of downtown merchants and restaurants, the DDA will reimagine the Art & Jazz Program for 2026. These themed evenings in each of the 3 neighborhoods welcomes guests to stroll enjoying live entertainment. Art exhibitions and dining.

<b>11. Name of Applicant/Applying Organization:</b>	Downtown Development Authority		
<b>Address:</b>	350 SE 1 <sup>st</sup> Street		
<b>City:</b> Delray Beach	<b>State:</b> FL	<b>Zip:</b> 33483	
<b>Phone:</b> 561-243-1077			
<b>Phone (Alt):</b>			
<b>Fax:</b>	<b>Email:</b>		

<b>Web Site:</b> downtowndelray beach.com	
<b>SUNBIZ # (must submit IRS letter with application for non-profits):</b>	
12. Event Producer Name:	Laura Simon
13. Authorized Representative:	Danielle Rosenberg
14. Day of Event Phone: 561-573-3672	
15. Email Address:	

**B. Event Information**

<b>16. Type of Event: (Please circle all that apply)</b>		
Festival <input checked="" type="checkbox"/>	Block Party	Public Assembly
Walk/Run	Concert/Performance	Parade/Procession/Motorcade
Sporting Event	Other (Please List):	
<b>17. Estimated Total Attendance: 5000      Per Day: 5000      Public or Private Event: Public</b>		
18. Is this an annual event? Yes	How many years? 30	Last Held: 2025
<b>19. What type of entertainment will take place?</b> Live Music, Dancing, vendors, live murals, kids activations & more		

**GENERAL EVENT COMPONENTS WHICH MAY REQUIRE A TEMP USE PERMIT/WAIVER**

General Event Components which may require a Temporary Permit or Code/LDR waiver (please select all that may apply and add others as needed)

- |   |  |
|---|--|
| <input type="checkbox"/> Alcohol (113.02)   | <input type="checkbox"/> Live Music/Amplified Music/Sounds (99.03(a)/99.05)            |
| <input type="checkbox"/> Animals (101.27/LDR 2.4.6(f)(8))   | <input type="checkbox"/> Merchandise Vendors (118.04/110.15)                           |
| <input checked="" type="checkbox"/> Cooking on Site/Open Flame (96.04)  | <input type="checkbox"/> Offsite Parking (4.6.9(5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e)) |
| <input type="checkbox"/> Fireworks (99.05/101.20/96.25)   | <input type="checkbox"/> Road Closure (F.S. Chapter 316 & 318)                         |
| <input checked="" type="checkbox"/> Food Trucks (120.01(c))   | <input type="checkbox"/> Signs & Banners (LDR 4.6.7(F))                                |
| <input type="checkbox"/> Fireworks (Will require permit from FD)  |  |
| <input type="checkbox"/> Amusement Games/Rides/Carnival (including inflatables/climbing walls, etc.) (LDR 2.4.6(f)(1))  |  |
| <i>Please note that if approved, Amusement Rides must be inspected on-site after installation by the Florida Department of Agriculture and Consumer Services (FDACS) and a copy of the temporary amusement ride inspection letter must be provided to the City.</i> |  |
| <input type="checkbox"/> Other _____  |  |

C. Fees/Parking

20. Will there be an admission fee charged for the event? No	Amount:
21. Will there be any additional activity fees charged? No	Amount:
<b>22. Parking Plan for attendees, vendors etc. (yes or no)</b>	
<b>23. Use of city metered spaces (yes or no, If yes how many and location)</b>	

D. Vending / Concession

<b>24. What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.)</b>		
<b>25. How many vendors?      Food/Beverage_____yes    Merchandise_____yes    Other_____</b>		
<b>26. Do you request electrical services for vendors? yes</b>		
<b>27. Are your vendors using generators? No</b>		
<b>28. Will trash boxes &amp; bags be needed (City will determine number needed): Yes</b>		
<b>29. Will food and/or non-alcoholic beverages be served and/or sold? Yes</b>		
<b>30. Type of Food Vendors (Please Circle):</b> <u>Food Trucks</u> <u>Food Carts</u> <u>Tents</u> <u>Grills</u> or Fire Pits		
<b>31. Type of cooking to take place (Please Circle):</b> <u>Gas/Compressed Gas</u> <u>Electric</u> <u>Fryers</u> Other		
<b>32. Will alcoholic beverages be served and/or sold? No</b>		
<b>33. What entity will be obtaining the Alcohol License permit? (List below):</b>		
None		
<b>6 ft fencing required for events with alcohol</b>		

E. Restroom Facilities:

<b>34. If port-o-lets are not used, what city restrooms will your event be utilizing?</b>	
Will use Port-o-lets	
<b>35. How many port-o-lets will you have? 2</b>	
<b>36. Name the vendor providing the port-o-lets. JDP Waste</b>	

#### E. Equipment

<b>37. Will the event include tents? Yes</b>	
<b>38. Please specify the quantity of tents by each size.</b>	
10 x 10	
<b>39. Will you be placing banners and/or signs at your event?</b>	
<b>How many? 15-20</b>	<b>Sizes?</b>
<b>Verbiage:</b> Promoting the DDA, bands, artists and vendors	
<b>40. Please list number, size and location of stages/platform: 8x8, 8x10</b>	

**Note: Any tent (or grouping of tents) larger than 900 square feet, including vendor tents, must obtain a permit from the City of Delray Beach. Any tent permit issued is limited to the duration of the setup and breakdown times indicated on this event application NO EQUIPMENT INCLUDING TENTS MAY BE STAKED INTO THE GROUND.**

#### G. Sound and Lighting

<b>41. Who will provide your audio and lighting? All on Stage</b>
<b>42. Will electrical services be needed? Yes</b>
<b>43. Please list locations and explain:</b>

#### H. Road Closures and Security

<b>44. Will the event require police? Yes</b>		
<b>45. Will the event require road closures (Major road closures will have to be approved by City Commission). Yes</b>		
<b>46. Please describe the roads and intersections you are requesting to be closed:</b>		
<b>Road/Intersection</b>	<b>Date/Time Closed</b>	<b>Date/Time Open</b>
W. Atlantic from W 3 <sup>rd</sup> to W 6 <sup>th</sup>	2/25/26 2:00PM	2/25/26 11:30PM
Beachside- E. Atlantic from Seabreeze	5/27/26 2:00PM	5/27/26 11:30PM
A1A		
Pineapple Grove – NE 2 <sup>nd</sup> Ave	7/22/26 2:00PM	7/22/26 11:30PM
Frome E Atlantic to NE 3 <sup>rd</sup> St.		

**I. Site Plans/ Maps**

Please attach a detailed site map to include the following: Tent locations, Port-o-let, vendors (all types), stages, and where power will be required. If any area of the event is fenced in, please include and show the following on the map: size of fenced in area, size and location of tents, tables, bars, entrances and exits including width, standing only or will seating be permitted (identify if fixed seating or festival lawn chair seating). If there is a barricade or fenced in VIP area within the footprint, same principle applies. For fixed floor seating: include floor plan showing rows and number of chairs in each row, section, aisles and width of aisles. Show chair spacing distance. Parking: Parking plan should include location of available parking and staffing details. Please contact Allie Behrman, Special Events Manager, if you have any questions or concerns regarding the site plan. Hand drawn maps will not be accepted as a site map.

**J. Insurance Requirements**

General Liability Insurance is required for all public events. All General Liability Insurance must be provided by the event applicant, no exceptions. Liquor Liability can be provided by whichever business/organization/non-profit that is providing the alcohol services. The insurance limits are \$1,000,000 per occurrence. The certificate holder must be listed as City of Delray Beach, 100 NW 1<sup>st</sup> Ave, Delray Beach, FL 33444. The certificate holder (City of Delray Beach) must also be listed as Additional Insured. All vendors coming on to city property are also required to provide a current copy of their General Liability Insurance naming the city as additional insured.

**K. Additional Terms**

The City reserves the right to revoke any permit granted for an activity which is found to be in violation of any ordinance, law, or condition of approval. Failure of the City to timely invoke this right will act as a waiver to exercise such rights in the future.

**L. Processing**

All applications must be submitted for review no less than 90 days prior to the date of the event to be held. Applications turned in with less than 90 days processing time will not be processed. Events requiring major road closures or impact events (3,500 people or more) require 180 days processing. .

**Marketing/advertising of any kind may not take place until event approval is granted.**

To ensure timely processing of your event application, the following must be submitted at time of application. Applications will not be sent for review unless you have included all of the following items with your application:

- Completed Application
- Site Map
- Non-Refundable Application Fee
- Parking Plan (If necessary)
- IRS Letter for Non-profit (If applicable)

---

PRINT APPLICANT NAME

APPLICANT SIGNATURE

DATE

For Office Use Only

Received on \_\_\_\_\_

Received by \_\_\_\_\_

## Special Event Application Information

Please carefully read and initial all the information below regarding the Special Event Application. Incomplete Applications will not be accepted.

LS \_\_\_\_\_ All applications must include paperwork, completed site map and non-refundable application fee.

LS \_\_\_\_\_ Applications must be received a minimum of 90 days in advance of the event or a minimum of 180 days for an impact event.

LS \_\_\_\_\_ Amusement rides must be inspected onsite after installation by the Florida Department of Agriculture and Consumer Services (FDACS) and a copy of the temporary amusement ride inspection letter must be provided to the city.

LS \_\_\_\_\_ Tents of 900 sq feet or greater require a tent permit. Tent permits are available through the City of Delray Beach Building Department and may take up to 30 days to process. Be advised there is a fee for tent permits. Tent duration is limited to setup and break down time indicated on application.

LS \_\_\_\_\_ Serving alcoholic beverages requires a Liquor License and Liquor Liability Insurance and is required 30 days prior to the event. License holders must provide a Certificate of Insurance listing the City of Delray Beach as Certificate holder and Additional Insured.

LS \_\_\_\_\_ All events with alcohol are required to have 6' fencing.

LS \_\_\_\_\_ Fire Marshal inspections are required for all onsite cooking. The Delray Beach Fire Marshal reserves the right to add an inspector as deemed necessary.

LS \_\_\_\_\_ City Commission approval is required for all fireworks and pyrotechnics. A site map must be included including the fallout zone with your application.

LS \_\_\_\_\_ City Commission approval is required for all impact and major road closure events. An impact event is an event that has 3500 people in attendance on any given day.

LS \_\_\_\_\_ A full list of food and beverage vendors will be required prior to the event. Each vendor must provide a Certificate of insurance listing the City of Delray Beach as Certificate Holder and as additional insured.

LS \_\_\_\_\_ Each food vendor must sign and return the DBFR Fire Inspections Requirement Form. All vendors cooking under tents must submit proof that tents are fire retardant.

LS \_\_\_\_\_ Food Trucks must have current Florida and Health Department permits and inspections. And provide Certificate of Insurance listing the City of Delray Beach as the Certificate Holder and as Additional Insured. Fire Marshal inspections are required.

LS \_\_\_\_\_ Applicant agrees all entertainment will be family friendly and contain no obscenities. A list of all performers and DJs is required before an event permit is issued.

LS \_\_\_\_\_ All merchandise vendors and exhibitors must provide a city business tax receipt or vendor license. Each vendor must provide a Certificate of Insurance listing the City of Delray Beach as the Certificate holder and as additional insured.

LS \_\_\_\_\_ Stages must be 30" high or less. An additional stage permit may be required for anything over 30". Depending on the size, a building permit may be required.